

U. S. Bankruptcy Court
Northern District of Mississippi
P. O. Drawer 867
Aberdeen, MS 39730-0867

THE VOICE CASE INFORMATION SYSTEM

The Voice Case Information System (VCIS) is a free state-of-the-art electronic service provided by the U. S. Bankruptcy Court for the Northern District of Mississippi. It allows you, from any standard touch-tone telephone, to dial in and get information about a bankruptcy case or adversary proceeding filed in the Northern District of Mississippi on or after December 1, 1988. Searches by the Clerk's staff (prepaid \$15 fee for each name or item searched by a staff member) may be required for older cases or cases not yet entered in the automated database.

CALLING VCIS

1. DIAL 369-8147 for local access..
DIAL 1-800-392-8653 for toll free access.
2. PRESS the "1" key to hear instructions.
PRESS the "2" key to search by case number.
PRESS the "3" key to search by participant name.
PRESS the "4" key to search by participant social security number or tax id number.
3. VCIS reports case information for 5 participants or cases per call.
4. You may PRESS " * " key at anytime to end the current reading and return to the main menu.

USING VCIS TO SEARCH BY CASE NUMBER

1. When you are at the main menu, press the "2" key to search by case number. Enter the case number omitting the dash between the year and the number. For example, to search for the case number "99-12345", you'd press the following keys:

9	9	1	2	3	4	5
WXY 9	WXY 9	1	ABC 2	DEF 3	GHI 4	JKL 5

2. LISTEN and the system will read you information about the case.
3. IF YOU HAVE NOT exceeded 5 queries, you will be given the opportunity to enter another case number or participant.

USING VCIS TO SEARCH BY PARTICIPANT

1. When you are at the main menu, press the "3" key to search by participant name. Enter the name of a case participant. **DO NOT ENTER A MIDDLE NAME OR INITIAL.** Names are given to the computer by pressing the keys on your telephone that correspond to the letters in the name. Use the "1" key for the letters "Q" and "Z" and skip any characters that are not letters, such as spaces, apostrophes, and dashes.
 - a. **IF THE NAME IS AN INDIVIDUAL,** enter the last name followed by the first name. For example, to enter the name "Joe O'Riley", you'd press the following keys:

O	R	I	L	E	Y	J	O	E	
MNO 6	PRS 7	GHI 4	JKL 5	DEF 3	WXY 9	JKL 5	MNO 6	DEF 3	#

- b. **IF THE NAME REPRESENTS A COMPANY,** type the company name. You probably should leave off such suffixes as "Inc." or "Corp." For example, to enter the name "Joe's Subs, Inc.", you'd press the following keys:

J	O	E	S	S	U	B	S	
JKL 5	MNO 6	DEF 3	PRS 7	PRS 7	TUV 8	ABC 2	PRS 7	#

2. PRESS THE "#" KEY to complete your entry of the name.
3. LISTEN and the system will read you information about the case. If more than one case matches, a list of names will be read. Select the number that matches the name you wish read.
4. IF YOU HAVE NOT exceeded 5 queries, you will be given the opportunity to conduct another search.

USING VCIS TO SEARCH BY SOCIAL SECURITY NUMBER OR TAX ID

1. When you are at the main menu, press the "4" key to search by social security or tax id number. Enter the social security or tax id number omitting the dashes between the numbers. For example, to search for the social security number "123-45-6789", you'd press the following keys:

1	2	3	4	5	6	7	8	9
1	ABC 2	DEF 3	GHI 4	JKL 5	MNO 6	PRS 7	TUV 8	WXY 9

2. LISTEN and the system will read you information about the case.
3. IF YOU HAVE NOT exceeded 5 queries, you will be given the opportunity to enter another case number or participant.